



FLU: Pandemic/Bird
Plan. Prepare. Protect.
County of San Diego

Pandemic Influenza Action Kit for Schools



County of San Diego
Health & Human Services Agency
Public Health Services
January 2007



Table of Contents

LETTER

PROCESS

- School Action Steps
- School Response to Pandemic Flu Flow Chart
- Planning Checklist
- Sample Health Officer ADA Support Letter to Schools
- Sample Health Officer Declaration to Close Schools
- Public Health Instructions
- Stopping Germs
- Characteristics and Challenges

SURVEILLANCE/REPORTING

- Surveillance and Reporting
- Definition of Surveillance Levels
- Influenza Case Definition
- Weekly Pandemic Flu Census
- Daily Pandemic Flu Census
- Daily Pandemic Flu Census Log

PARENT INFORMATION

- Sample Parent Letters
 - Prevention Letter #1 – English and Spanish
 - First Bird Case #2 – English and Spanish
 - Initial Outbreak #3 – English and Spanish
 - Expanded Outbreak #4 – English and Spanish
 - School Closure #5 – English and Spanish
 - School Re-opens #6 – English and Spanish
- Tips for Parent Coping with Pandemic Flu
- Ways to Protect Yourself from Flu and Pandemic Flu
- Family Pandemic Planning Checklist
- American Red Cross Home Care for Pandemic Flu

MEDIA MATERIAL

- Sample Press Releases
 - Press Release A - School Open
 - Press Release B - School Closed
- Sample Talking Points for School Officials
 - Key Messages A - School Open
 - Key Messages B - School Closed

PUBLIC INFORMATION

- Posters and Fact Sheets
- Locally Produced Videos on Health
- Emergency Issues
- PowerPoint Presentation

OTHER RESOURCES

- Key Phone Numbers
- Websites





November 2006

Dear School Official,

This binder of information is designed to provide you with the practical tools you and your staff will need to prepare for a pandemic flu outbreak. At the present, there is no pandemic flu in the United States.

It is important to understand that every year, a large number of people get sick with seasonal flu; 30,000 people in the United States die from seasonal flu. Flu vaccines are effective ways to prevent people from getting sick with seasonal flu.

At this time, there is also an avian (bird) flu (H5N1) virus in birds circulating in several countries. It is not in the United States now. When cases of flu in birds are identified in the United States, there may be confusion and concern. However, presence of the virus in birds doesn't necessarily mean there will be human cases. There also is no conclusive evidence that the disease spreads easily from person to person.

At some point, whether it is the H5N1 virus or another virus, health experts believe that there will be a new virus that spreads easily among people for which most people have no immunity and for which there is no vaccine. When that happens and people begin to get sick from the virus, we will have a pandemic flu.

There is a great deal of planning for this pandemic underway at the federal, state and local level. The tools in this binder will help your school begin those efforts. They should also help your parents begin their preparations.

As the months go by, we will be giving you additional information about:

- How your school might be used as a site for providing treatment or vaccination. At the moment, site selection is still in process. (This is sometimes called mass prophylaxis.)
- What plans have been developed to care for those who are extremely ill when hospital beds in the county are full. (This is sometimes called surge capacity planning.)
- Criteria for school closure as set by federal, state and local experts.

We hope you will work with us and help us educate the community about the importance of preparation.

Please call me if you have any questions.

Sincerely,



School Action Steps for Pandemic Flu

The following is a chronological list of important step-by-step actions schools should take before, during and after a pandemic flu outbreak. Pandemic flu can have several cycles or waves so this list may need to be repeated.

PRIOR TO OUTBREAK – PREPAREDNESS AND PLANNING PHASE

- Create a pandemic flu plan. (Use the CDC School Pandemic Flu Planning Checklist and Flow Chart in this section of the binder.)
- Work with local health officials and emergency preparedness officials. They may want to use the schools as a way to disseminate information to families. You can begin with Parent Letter #1 in the Parent section of this binder.
- Decide the roles and responsibilities of school staff (including all ancillary staff) to prevent the spread of flu.
- Train nurses and staff in flu-symptom recognition. (See surveillance section of this binder.) Remember that a person who is infected does not show symptoms right away. But children who are getting ill may show different behavior than usual, such as eating less or being irritable.
- Insure that standard surveillance/disease recognition procedures are in place and implemented. (See surveillance section of this binder.)
- Improve the hygiene of students and staff. Use simple non-medical ways to reduce the spread of flu by “cough and sneeze etiquette,” clean hands, and clean work areas. (See public information section of this binder for posters.)
- Determine whether the school should be cleaned differently or more often.
- Decide to what extent you will encourage or require children and staff to stay home when they are mildly ill.
- Identify students who are most vulnerable to serious illness (immune compromised, chronic illness, etc.)
- Review the health needs of students. Some students may have a greater risk of infections. Encourage those families to talk to their health care provider. Some parents may need to be more cautious in keeping their children out of school.
- Develop alternative learning strategies such as collaborative agreements with San Diego television or other local cable stations, teleconferencing, lessons on CDs.
- Educate staff, students and parents about: the differences between seasonal flu, bird flu and pandemic flu; best hygienic practices to prevent any sort of flu; what could occur in a pandemic. (Use the information in the public information section of this binder.)

OUTBREAK OF FLU DISEASE – AS DECLARED BY LOCAL HEALTH DEPARTMENT

- Begin Heightened Surveillance Reporting
- Send out Parent Letter #3 Initial Outbreak, informing parents that some students are sick but schools remain open, include tip sheets and information resource list.
- Work with County of San Diego Public Health Services regarding Press Release A, announcing schools remain open but parents need to prepare. Use Key Messages A.
- Post flu prevention signs on campus.



EXPANSION OF THE OUTBREAK – GREATER THAN 10% OF STUDENTS OUT DUE TO OUTBREAK

- Local Health Officer issues ADA Support Letter to Schools – Epidemic Declaration
- Begin Intensive Surveillance Reporting
- Send Parent Letter #4 Expanded Outbreak, include Prevention Tip Sheets, etc.

CONTINUED EXPANSION OF THE OUTBREAK –

- County of San Diego Public Health Services issues Declaration and Press Release Closing School(s). Criteria for school closure will be set by federal, state and local experts.
- Close School
- Send out Parent Letter #5 School Closure, Announcing Closure(s)
- Cancel any Non-academic Events

FOLLOWING THE OUTBREAK

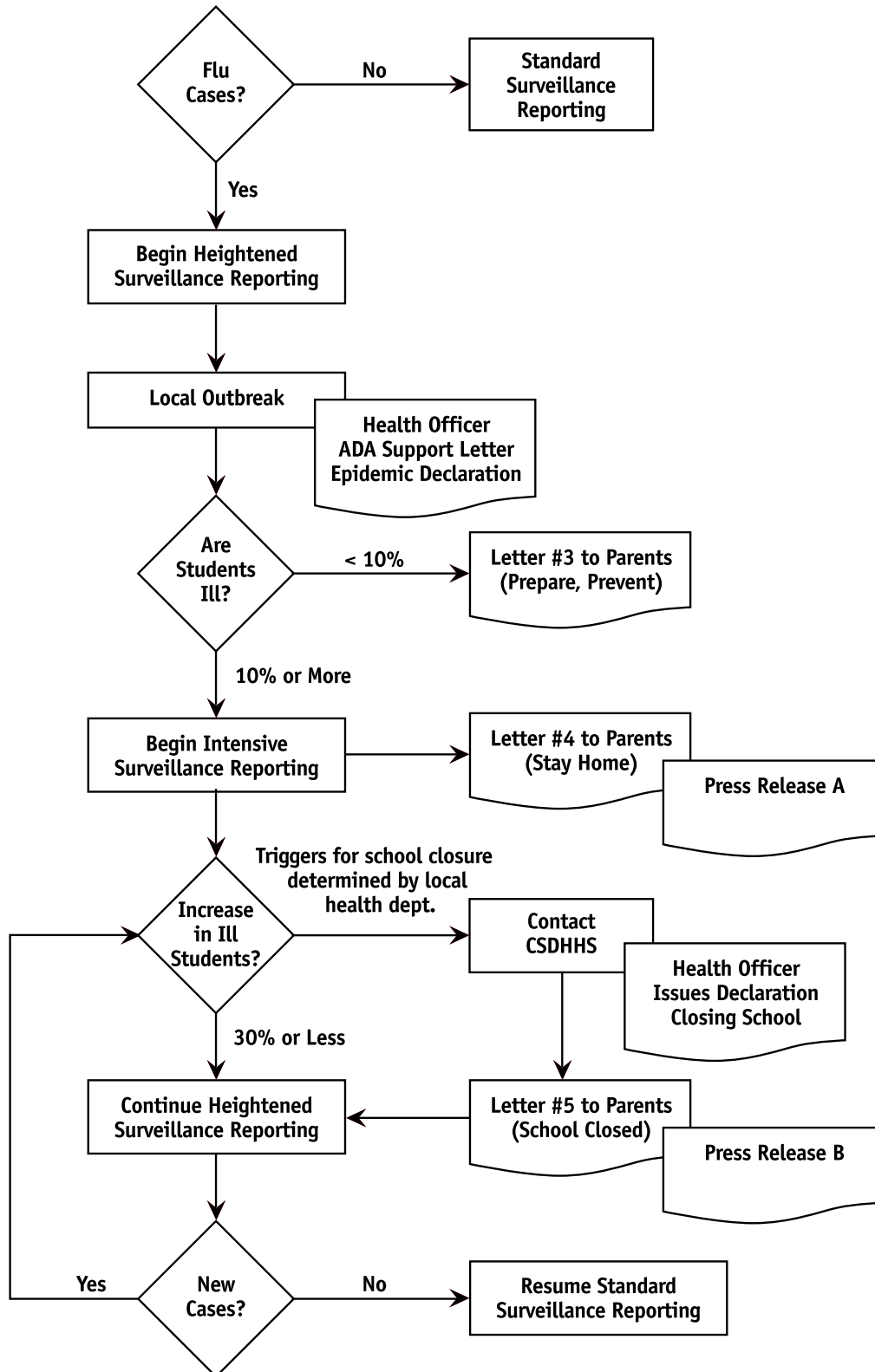
- County of San Diego Public Health Services issues Declaration and Press Release that Schools can Open
- Issue Parent Letter #6
- Continue Communicating with Local Health Department
- Return to Heightened Surveillance Reporting

If students get sick again, start checklist again at Outbreak section.





School Response to Pandemic Flu Flow Chart



SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>). This checklist has been modified by the County of San Diego Public Health Services.

Further information on pandemic influenza can be found at www.pandemicflu.gov and www.sdpandemicflu.org

1. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels for officially activating the district's pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review the County of San Diego Health Services' surveillance and reporting system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu. (See Process and Public Information sections of the PAK binder.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members). See Public Information section of binder.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Health Officer ADA Support Letter to Schools – Epidemic Declaration

To School Officials:

Because of the pandemic flu epidemic in our community, your school(s) is experiencing a “material decrease” in attendance and is eligible to apply for waivers to recoup average daily attendance (ADA) loss.

According to Education Code Section 46392 [a][4], schools experiencing a “material decrease” in attendance- at least 10% of the students who would normally attend a school do not attend on any one day – may file for reimbursement for ADA funds due to disease epidemic. The California Department of Education requires the Local Health Officer to verify the cause of increased absenteeism is due to a disease outbreak.

This letter serves as verification that the Local Health Officer has declared a pandemic flu epidemic in San Diego County. During the period from (enter DATE) through (DATE), cases of pandemic flu were significantly above baseline levels in San Diego County. For the purposes of Education Code, this constitutes a pandemic flu epidemic that likely resulted in a material decrease in school attendance during this period of time.

If you have any questions regarding this letter, call the County of San Diego Health Services Communicable Disease Program at XXX-XXX-XXXX.

Sincerely,



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Health Officer Declaration - Closing Schools

To School Officials:

The health department is ordering all schools to close immediately due to the pandemic flu epidemic in our community. If you have any questions regarding this declaration, please call the County of San Diego Health Services Communicable Disease Program at XXX-XXX-XXXX.

Because the virus is spread easily from person to person, it is no longer safe for children to attend class. Colleges, day care centers and preschools have also been ordered to close.

Please inform your students' parents and guardians immediately that school facilities will be closed to all activities, including sport and non-academic events, and may remain closed for an extended period of time (for example, up to 6 weeks).

The purpose of closing schools is to decrease contact among children, to decrease their risk of getting sick and to limit the spread of infection.

The health department will keep school officials updated as the situation changes. A press release is being issued to inform the public of this declaration.

Sincerely,



Public Health Instructions During a Pandemic Flu

Throughout a pandemic flu, people may be asked or required to do things to help hold back the spread of the disease in our community.

Here are some examples of what the County of San Diego Health Services may ask people to do:

STAY HOME

People who are sick should stay home. Children should not go to school if they are sick. Staying home will be absolutely necessary during a pandemic flu to limit the spread of the disease.

AVOID LARGE GROUPS

People – even those who are well – should stay away from gatherings of people such as sporting events, movies and festivals. During a pandemic flu these kinds of events could be cancelled because large gatherings of people help spread the flu virus.

Isolation and Quarantine are public health actions used to contain the spread of a contagious disease. If asked, it will be important to follow Isolation and/or Quarantine instructions.

ISOLATION

Isolation is for people who are already ill. When someone is isolated, they are separated from people who are healthy. Having the sick person isolated (separated from others) can help to slow or stop the spread of disease. People who are isolated can be cared for in their homes, in hospitals, or other healthcare facilities. Isolation is usually voluntary, but local, state and federal government have the power to require the isolation of sick people to protect the public.

QUARANTINE

Quarantine is for people who have been exposed to the disease but are not sick. When someone is placed in quarantine, they are also separated from others. Even though the person is not sick at the moment, they were exposed to the disease and may still become infectious and then spread the disease to others. Quarantine can help to slow or stop this from happening. States generally have the power to enforce quarantines within their borders.





FACT SHEET

Stopping Germs at Home, Work and School

How Germs Spread

The main way that illnesses like colds and flu are spread is from person to person in respiratory droplets of coughs and sneezes. This is called "droplet spread."

This can happen when droplets from a cough or sneeze of an infected person move through the air and are deposited on the mouth or nose of people nearby. Sometimes germs also can be spread when a person touches respiratory droplets from another person on a surface like a desk and then touches his or her own eyes, mouth or nose before washing their hands. We know that some viruses and bacteria can live 2 hours or longer on surfaces like cafeteria tables, doorknobs, and desks.

How to Stop the Spread of Germs

In a nutshell: take care to

- Cover your mouth and nose
- Clean your hands often
- Remind your children to practice healthy habits, too

Cover your mouth and nose when coughing or sneezing

Cough or sneeze into a tissue and then throw it away. Cover your cough or sneeze if you do not have a tissue. Then, clean your hands, and do so every time you cough or sneeze.

The "Happy Birthday" song helps keep your hands clean?

Not exactly. Yet we recommend that when you wash your hands -- with soap and warm water -- that you wash for 15 to 20 seconds. That's about the same time it takes to sing the "Happy Birthday" song twice!

Alcohol-based hand wipes and gel sanitizers work too

When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. You can find them in most supermarkets and drugstores. If using gel, rub your hands until the gel is dry. The gel doesn't need water to work; the alcohol in it kills the germs on your hands.*

* Source: FDA/CFSAN Food Safety A to Z Reference Guide, September 2001: Handwashing.

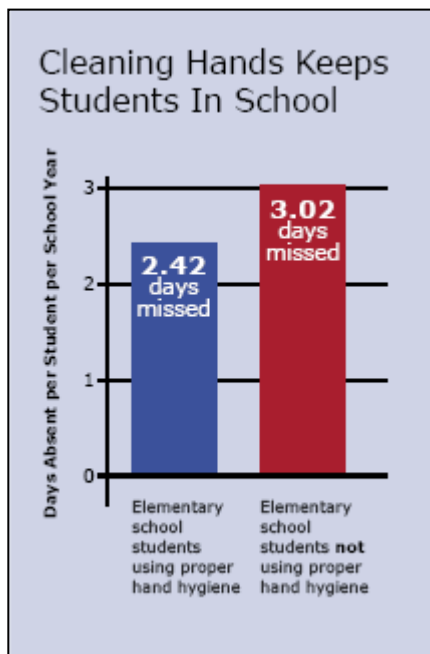
Germs and Children

Remind children to practice healthy habits too, because germs spread, especially at school.

Stopping Germs at Home, Work and School

(continued from previous page)

The flu has caused high rates of absenteeism among students and staff in our country's 119,000 schools. Influenza is not the only respiratory infection of concern in schools -- nearly 22 million school days are lost each year to the common cold alone. However, when children practice healthy habits, they miss fewer days of school.



School administrators, teachers and staff: See Preventing the Spread of Influenza (the Flu) in Schools for CDC interim guidance.

More Facts, Figures, and How-Tos

CDC and its partner agencies and organizations offer a great deal of information about handwashing and other things you can do to stop the germs that cause flu, the common cold, and other illnesses. See Other Resources and Posters on this Stop the Spread of Germs site for a select listing of Web sites, materials, and contact information.

Source: Am J Infect Control 2000;28:340-6.

Stop the Spread of Germs in Schools Fast Facts

- Approximately 1/5 of the U.S. population attends or works in schools. (U.S. Dept of Ed, 1999).
- Some viruses and bacteria can live from 20 minutes up to 2 hours or more on surfaces like cafeteria tables, doorknobs, and desks. (Ansari, 1988; Scott and Bloomfield, 1989)
- Nearly 22 million school days are lost annually due to the common cold alone. (CDC, 1996)
- Addressing the spread of germs in schools is essential to the health of our youth, our schools, and our nation.
- Students need to get plenty of sleep and physical activity, drink water, and eat good food to help them stay healthy in the winter and all year.

For more information, visit www.cdc.gov/flu, or call the CDC Flu Information Line at (800) CDC-INFO.

February 1, 2004

Page 2 of 2



Pandemic Influenza:

CHARACTERISTICS & CHALLENGES

A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza virus emerges for which there is little or no immunity in the human population, begins to cause serious illness and then spreads easily person-to-person worldwide.

Historically, the 20th century saw three pandemics of influenza:

- 1918 influenza pandemic caused at least 500,000 U.S. deaths and up to 50 million deaths worldwide
- 1957 influenza pandemic caused at least 70,000 U.S. deaths and 1-2 million deaths worldwide
- 1968 influenza pandemic caused about 34,000 U.S. deaths and 700,000 deaths worldwide

Characteristics and Challenges in a Pandemic:

1. There Will Be Rapid Worldwide Spread

- When a pandemic influenza virus emerges, its global spread is considered inevitable.
- Preparedness activities should assume that the entire world population would be susceptible.
- Countries might, through measures such as border closures and travel restrictions, delay arrival of the virus, but cannot stop it.

2. Health Care Systems Will Be Overloaded

- Most people have little or no immunity to a pandemic virus. Infection and illness rates soar. A substantial percentage of the world's population will require some form of medical care.
- Nations unlikely to have the staff, facilities, equipment and hospital beds needed to cope with large numbers of people who suddenly fall ill.
- Death rates are high, largely determined by four factors: the number of people who become infected, the virulence of the virus, the underlying characteristics and vulnerability of affected populations and the effectiveness of preventive measures.
- Past pandemics have spread globally in two and sometimes three waves.

3. Medical Supplies Will Be Inadequate

- The need for vaccine is likely to outstrip supply.
- The need for antiviral drugs is also likely to be inadequate early in a pandemic.
- A pandemic can create a shortage of hospital beds, ventilators and other supplies. Surge capacity at non-traditional sites such as schools may be created to cope with demand
- Difficult decisions will need to be made regarding who gets antiviral drugs and vaccines.

4. There Will Be Economic and Social Disruption

- Travel bans, closings of schools and businesses and cancellations of events could have major impact on communities and citizens.
- Care for sick family members and fear of exposure can result in significant worker absenteeism.

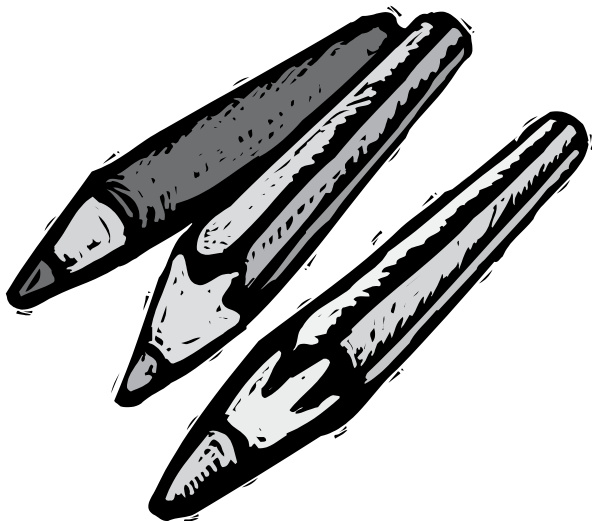


Surveillance and Reporting

During all stages of a pandemic flu outbreak, it will be essential to monitor and document the number of students and faculty who are absent and meet the definition of influenza-like illness. Keeping track of these numbers will help health officials determine when and whether to close schools, whether the epidemic is increasing in scope and whether to declare an epidemic, making schools eligible to apply for reimbursement of ADA funds during increased absenteeism.

Schools are provided with the following information to monitor the illness rate and potential epidemic:

- Basic surveillance instructions and definitions of surveillance levels
- Case definition to assist in determining whether the ill student and/or faculty is suffering from an influenza-like illness
- Reporting form(s) to submit to the County of San Diego Public Health Services
- Sample Attendance Log to document flu-related absences to document need to apply for an Average Daily Attendance Waiver



Definition of Surveillance Levels

STANDARD SURVEILLANCE

No flu activity reported in the community (flu season).

- Monitor daily attendance for increased reports of absence due to flu-like illness
- Do not report absences to the Health Department unless greater than 10%

HEIGHTENED SURVEILLANCE

Flu activity reported in the community (less than 10% school absenteeism due to flu-like illness).

- Monitor daily attendance for flu-like illness/absences
- Begin morning 'flu check' first hour of school – screen those who report positive for symptoms
- Log absences due to flu-like illness
- Send weekly absence report (via fax) to Health Department

INTENSIVE SURVEILLANCE

High number of flu illness reported in the community (10% or greater school absenteeism due to flu-like illness).

- Monitor daily attendance and log absences on log sheet
- Continue morning 'flu check'
- Send daily absence report (via fax) to Health Department
- Begin preparation for potential school closure



FLU: Pandemic/Bird
Plan. Prepare. Protect.
County of San Diego

Influenza Case Definition

The Centers for Disease Control and Prevention defines an influenza-like illness as having the following symptoms:

Fever of 101.5° degrees Fahrenheit or higher and one of the following.

- Cough
- Sore throat
- Headache
- Muscle ache

A student with flu-like symptoms must be sent to the office for screening (symptom check and/or taking temperature). If student meets the case definition as described above, he/she must be excluded from school until symptom free. Enter name of student on tracking log and report on the daily/weekly report form.





**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Weekly Pandemic Flu Census

Once pandemic flu has been confirmed as present in San Diego County, use this form to report weekly to the County of San Diego Health Services Public Health Division's Communicable Disease Programs unit about the number of students absent with flu-like illness. (Matches the definition: fever of 101.5° degrees Fahrenheit or higher and one of the following: cough, sore throat, headache, muscle ache.)

NAME OF SCHOOL: _____ **WEEK ENDING:** _____

☐ Elementary ☐ Middle ☐ High School

City: _____ School District _____

Reporting Individual: _____ Phone: _____

STUDENTS

Number of students absent with flu-like illness this week: _____

Total number of students enrolled in your school: _____

ADA for the week: _____

STAFF/FACULTY

Number of staff/faculty absent with flu-like illness this week: . . . _____

Total number of staff/faculty employed in your school: _____

ASSISTANCE NEEDED – COMMENTS

Fax this form each Friday during the period of Heightened Surveillance to XXX-XXX-XXXX.
If you have questions regarding this form or disease reporting please call XXX-XXX-XXXX.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Daily Pandemic Flu Census

Once pandemic flu has been confirmed as present in San Diego County, use this form to report daily to County of San Diego Health Services Public Health Division's Communicable Disease Programs unit about the number of students absent with flu-like illness. (Matches the definition: fever of 101.5° degrees Fahrenheit or higher and one of the following: cough, sore throat, headache, muscle ache.)

NAME OF SCHOOL: _____ **WEEK ENDING:** _____

☐ Elementary ☐ Middle ☐ High School

City: _____ School District _____

Reporting Individual: _____ Phone: _____

STUDENTS

Number of students absent with flu-like illness today: _____

Total number of students enrolled in your school: _____

ADA for the day: _____

STAFF/FACULTY

Number of staff/faculty absent with flu-like illness today: _____

Total number of staff/faculty employed in your school: _____

ASSISTANCE NEEDED – COMMENTS

Fax this form each Friday during the period of Intensive Surveillance to XXX-XXX-XXXX.
If you have questions regarding this form or disease reporting please call XXX-XXX-XXXX.



Once pandemic flu has been confirmed as present in San Diego County, use this form (or an equivalent) to log student absences.

[illegible]



FLU:Pandemic/Bird
Plan. Prepare. Protect.
County of San Diego

Sample Parent Letter #1

PANDEMIC FLU PREPARATION

Use this letter to help prepare parents for pandemic flu – before there are human pandemic flu or bird flu cases in the U.S.

Dear Parents,

This letter will help your family prepare for a flu pandemic that could make many people sick.

It is important to know that at this time, there is no pandemic flu of any kind in the United States. There is also no avian (bird) flu in the United States at this time.

Public health officials are worried the avian (bird) flu virus may change so that it can infect people and spread easily from person to person. This would cause a worldwide flu outbreak, called a pandemic.

Public health officials want people to protect themselves against pandemic flu.

Here are some ways to protect your family:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are better.

Enclosed with this letter is a checklist to help families get ready for a pandemic flu outbreak. This information can also help your family get ready for any kind of emergency.

If you have questions, please contact your School Nurse or healthcare provider. You can call the school hotline (INSERT SCHOOL NUMBER). You can get more information from the County of San Diego Health and Human Services. Visit online at www.sdpanicflu.org or call the Health Emergency Information Line: 1-888-633-1330.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Parent Letter #1

PANDEMIC FLU PREPARATION – SPANISH

Use this letter to help prepare parents for pandemic flu – before there are human pandemic flu or bird flu cases in the U.S.

Estimados Padres,

Esta carta le ayudara a su familia prepararse para la gripe pandémica que podría enfermar a muchas personas.

Es importante saber que a horita, no hay gripe pandémica de ninguna clase en los Estados Unidos. A horita tampoco hay gripe aviar/de aves en los Estados Unidos.

Los Oficiales de la Salud Pública están preocupados de que el virus de la gripe aviar/de aves se cambie y así pueda infectar a las personas y pasarse fácilmente de persona a persona. Esto causaría un brote llamado pandémica.

Oficiales de Salud Pública quieren que las personas se protejan de la gripe pandémica.

Estas son unas maneras de cómo usted puede proteger a su familia:

- Mantenga a los niños enfermos en casa. No los mande a la escuela.
- Enséñele a sus hijos a lavarse las manos frecuentemente con agua y jabón por un mínimo de 20 segundos. Asegúrese de dar un buen ejemplo por haciendo lo mismo usted.
- Enséñele a sus hijos a taparse la tos y estornudo o que estornuden dentro del brazo. Asegúrese de dar un buen ejemplo haciendo lo mismo usted.
- Enséñele a sus hijos que se mantengan por lo menos a tres pies de distancia de personas que están enfermas.
- Personas que están enfermas no deben ir al trabajo ni a la escuela y deben evitar otras personas hasta que se mejoren.

Incluido con esta carta va una lista para ayudarle a las familias a prepararse para un brote de gripe pandémica. Esta información también le puede ayudar a su familia a prepararse para cualquier tipo de emergencia.

Si tiene preguntas, favor de contactar a su Enfermera de la Escuela o proveedor de asistencia medica. Puede llamar a la línea telefónica de la escuela al (INSERT SCHOOL NUMBER).

Puede obtener mas información de los Servicios de Salud de San Diego. Visite la Red al www.sdpanicflu.org, Paginas en Español, o llame la Línea de Información de Emergencias de Salud: 1-888-633-1330.



FLU: Pandemic/Bird
Plan. Prepare. Protect.
County of San Diego

Sample Parent Letter #2

FIRST AVIAN (BIRD) FLU CASE IN THE U.S. REPORTED

Use this letter to help prepare parents for pandemic flu after first bird case is found in United States. Even though the confirmation of a bird infected with avian (bird) flu in the United States does not signal a pandemic, there will be confusion and concern when this happens.

Dear Parents,

As expected, birds sick with avian (bird) flu virus are now in the United States. It is important to know that, at this time, there are no known human cases of avian (bird) flu in the United States.

Health officials are worried that the avian (bird) flu virus may change so that people can get sick from it. If that happened it could spread from person to person. This would cause a worldwide flu outbreak, called a pandemic.

So even though there is no flu pandemic now, we want to remind you about some ways to protect your family from getting sick:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are better.
- Do not touch sick or dead birds.

Enclosed with this letter is a checklist to help families get ready for a pandemic flu outbreak. This information can also help your family get ready for any kind of emergency.

If you have questions, please contact your School Nurse or healthcare provider. You can call the school hotline (INSERT SCHOOL NUMBER). You can get more information from the County of San Diego Health and Human Services. Visit online at www.sdpanicflu.org or call the Health Emergency Information Line: 1-888-633-1330.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Parent Letter #2

FIRST AVIAN (BIRD) FLU CASE IN THE U.S. REPORTED – SPANISH

Use this letter to help prepare parents for pandemic flu after first bird case is found in United States. Even though the confirmation of a bird infected with avian (bird) flu in the United States does not signal a pandemic, there will be confusion and concern when this happens.

Estimados Padres,

Como esperábamos, pájaros enfermos con el virus de la gripe aviar/ de aves, ha llegado a los Estados Unidos. Es importante saber que, a horita no hay casos de gripe aviar en los humanos en los Estados Unidos.

Los oficiales de salud están preocupados que el virus de la gripe aviar/de aves se pueda mutar y así enfermar a las personas. Si eso sucediera el virus podría esparcirse de persona a persona. Esto causaría un brote mundial de gripe, llamada una pandemia.

Así que, aunque no hay una pandemia de gripe ahora, nosotros queremos recordarles acerca de algunas maneras de proteger a su familia de la enfermedad:

- Mantenga a los niños enfermos en casa. No los mande a la escuela.
- Enséñele a sus hijos a lavarse las manos frecuentemente con agua y jabón por un mínimo de 20 segundos. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- Enséñele a sus hijos a taparse la tos y estornudo o que estornuden dentro del brazo. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- Enséñele a sus hijos que se mantengan por lo menos a tres pies de distancia de las personas que están enfermas.
- Personas que están enfermas no deben ir al trabajo ni a la escuela y deben evitar otras personas hasta que se mejoren.
- No toque pájaros enfermos o muertos

Junto con esta carta va una lista de verificación para ayudarle a las familias a prepararse para un brote de gripe pandémica. Esta información le puede ayudar a su familia a preparar para cualquier tipo de emergencia.

Si usted tiene preguntas, favor de contactar a su Enfermera de la Escuela o a su proveedor de asistencia medica. Usted puede llamar a la línea telefónica de la escuela (INSERT SCHOOL NUMBER).

Usted puede obtener más información de los Servicios de Salud de San Diego: Visite la Red www.sdpanicflu.org o llame la Línea de Información de Emergencia de Salud: 1-888-633-1330.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Parent Letter #3

INITIAL PANDEMIC FLU OUTBREAK

Use this letter to let parents know schools are open.

Dear Parents,

This letter will give you information about a flu outbreak in San Diego County. Every year, some people get sick with the flu during the fall and winter months. This year, there is a new flu virus that is making many people in San Diego County sick. So many people are sick in San Diego and the United States that health officials call it a "pandemic flu."

A lot of students and teachers in our school are sick with the flu. We hope they will all get better quickly.

At this time, the county health department tells us that students who are not ill can safely come to school. The schools will remain open. We will keep you updated with any important information.

To keep the flu from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home.

Public health officials want you to protect yourself and your family against pandemic flu. Here are some ways to stop the spread of germs and sickness:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and stay away from other people until they are better.
- Stay away from shopping malls, movie theaters or other places where there are large groups of people.

We are also giving you some tips about how to care for your family if they are ill.

If you have questions, please contact your School Nurse or healthcare provider. You can call the school hotline (INSERT NUMBER). You can get more information from the County of San Diego Health and Human Services: Visit online at www.sdpandemicflu.org or call the Health Emergency Information Line: 1-888-633-1330.

If the pandemic flu continues to spread and more students become ill, schools may close for days or weeks. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. Begin planning now for childcare in your home.

Recommendations may change during the course of a pandemic flu outbreak.



**FLU:Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Parent Letter #3

INITIAL PANDEMIC FLU OUTBREAK – SPANISH

Use this letter to let parents know schools are open.

Estimados Padres,

Esta carta le dará información acerca de un brote de gripe en el Condado de San Diego. Todos los años, algunas personas se enferman con la gripe durante los meses de otoño y invierno. Este año, hay un nuevo virus de gripe que esta enfermado a muchas personas en el Condado de San Diego. Tantas personas están enfermas en San Diego y en los Estados Unidos que oficiales de salud lo están llamando una “gripe pandémica”.

Muchos de los estudiantes y maestros de nuestra escuela están enfermos con la gripe. Esperamos que todos se mejoren rápidamente.

En este momento, el departamento de salud del condado nos dice que estudiantes que no están enfermos pueden continuar yendo a la escuela sin peligro. Las escuelas se quedarán abiertas. Nosotros le mantendremos al día con información importante.

Para prevenir que la gripe se pase a más personas, nosotros le pedimos que mantenga a niños enfermos en casa. Cualquier niño que llegue enfermo a la escuela será enviado a casa.

Los oficiales de salud quieren que usted se proteja y proteja a su familia contra gripe pandémica. Aquí están algunas maneras de parar la transmisión de microbios y enfermedad:

- Mantenga a los niños enfermos en casa. No los mande a la escuela.
- Enséñele a sus hijos a lavarse las manos frecuentemente con agua y jabón por un mínimo de 20 segundos. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- Enséñele a sus hijos a taparse la tos y estornudo o que estornuden dentro del codo. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- Enséñele a sus hijos que se mantengan por lo menos a tres pies de distancia de las personas que están enfermas.
- Personas que están enfermas no deben ir al trabajo o a la escuela y deben evitar otras personas hasta que se mejoren.
- No vaya a los centros comerciales, cines u otros lugares donde hay gran cantidad de gente.

También le estamos dando algunos consejos acerca de cómo cuidar a su familia si están enfermos.

Si usted tiene preguntas, favor de contactar a su Enfermera de la Escuela o a su proveedor de asistencia medica. Usted puede llamar a la línea telefónica de la escuela (INSERT SCHOOL NUMBER) Usted puede obtener más información de los Servicios de Salud de San Diego: Visite la Red www.sdpanicmicflu.org o llame la Línea de Información de Emergencia de Salud: 1-888-633-1330.

Si la gripe pandémica continúa diseminándose y más estudiantes se llegan a enfermar, pueda ser que las escuelas cierren por días o semanas. El propósito de cerrar las escuelas será para prevenir que los niños se enfermen. Si las escuelas se cierran, los niños deben permanecer en casa. Empiece a prepararse ahora para tener cuidado de niños en su hogar.

Las recomendaciones pueden cambiar durante el brote de gripe pandémica.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Parent Letter #4

EXPANDED PANDEMIC FLU OUTBREAK

Use this letter to let parents know schools are open and urge ill children to stay home.

Dear Parents,

We wrote to you recently to tell you about a pandemic flu outbreak in our community. Here is some new information.

There are now even more students in our school who are ill with this flu virus. Still the county health department tells us that students who are not ill can continue to attend school. The schools will remain open. We will keep you updated with any important information.

To keep the flu from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home.

Public health officials want you to protect yourself and your family against pandemic flu. Here are some ways to stop the spread of germs and sickness and take care of your family:

- Keep children who are sick at home. Don't send them to school.
- If some of the people in your home are sick with the flu, keep them away from the people who are not sick.
- If some of the people in your home are sick with the flu and you cannot see a health care provider, some things you can do to help them are:
 - Have them drink a lot of liquid (juice, water).
 - Keep the ill person as comfortable as possible. Rest is important.
 - For fever, sore throat and muscle aches, in adults, use ibuprofen (Motrin) or acetaminophen (Tylenol). Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
 - Keep tissues and a trash bag within reach of the sick person.
 - Be sure everyone in your home washes their hands frequently.
 - Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.

Call the school hotline (INSERT NUMBER) or visit the County of San Diego Health and Human Services online at www.sdpanicflu.org or call the Health Emergency Information Line: 1-888-633-1330.

If the pandemic flu continues to spread and more students become ill, schools may close for days or weeks. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. Begin planning now for childcare in your home.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Parent Letter #4

EXPANDED PANDEMIC FLU OUTBREAK – SPANISH

Use this letter to let parents know schools are open and urge ill children to stay home.

Estimados Padres,

Recién le escribimos para decirle acerca de un brote de gripe pandémica en nuestra comunidad. Aquí le mandamos información nueva.

Ahora hay aún más estudiantes en nuestra escuela que están enfermos con este virus de gripe. El departamento de salud del condado todavía nos dice que los estudiantes que no están enfermos pueden continuar asistiendo a la escuela. Las escuelas se quedarán abiertas. Nosotros le mantendremos al día con información importante.

Para prevenir que la gripe se transmita a más personas, nosotros le pedimos que mantenga a los niños enfermos en casa. Cualquier niño que llegue enfermo a la escuela será enviado a casa.

Los oficiales de salud quieren que usted se proteja y proteja a su familia contra gripe pandémica. Aquí están algunas maneras de parar la transmisión de microbios y enfermedad:

- Mantenga a los niños enfermos en casa. No los mande a la escuela.
- Si algunas de las personas en su hogar están enfermas con la gripe, manténgalo lejos de las personas que no están enfermas.
- Si algunas de las personas en su hogar están enfermas con la gripe y no pueden ver a un proveedor de cuidado de salud, algunas cosas que usted puede hacer para ayudarlos son:
 - Que beban mucho líquido (jugo, agua).
 - Mantenga a la persona enferma lo más cómodo posible. El descanso es importante.
 - Para la fiebre, dolor de garganta y de músculo en adultos, utilice ibuprofen (Motrin) o el acetaminophen (Tylenol). No utilice aspirina con niños ni adolescentes; puede causar síndrome de Reye, una enfermedad que amenaza la vida.
 - Mantenga pañuelos desechables y una bolsa de basura al alcance del enfermo.
 - Asegúrese que todos en su hogar se laven las manos con frecuencia.
 - Contacte a un proveedor de asistencia medica para obtener mas información. Si la persona enferma tiene dificultad en respirar o sé esta poniendo peor, contacte a su proveedor de cuidado de salud inmediatamente.

Si usted tiene preguntas, favor de contactar a su Enfermera de la Escuela o a su proveedor de asistencia medica. Usted puede llamar a la línea telefónica de la escuela (INSERT SCHOOL NUMBER)

Usted puede obtener más información de los Servicios de Salud de San Diego: Visite la Red www.sdpandemicflu.org o llame la Línea de Información de Emergencia de Salud: 1-888-633-1330.

Si la gripe pandémica continúa diseminándose y más estudiantes se llegan a enfermar, pueda ser que las escuelas cierren por días o semanas. El propósito de cerrar las escuelas será para prevenir que los niños se enfermen. Si las escuelas se cierran, los niños deben permanecer en casa. Empiece a prepararse ahora para tener cuidado de niños en su hogar.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Parent Letter #5

SCHOOL CLOSURE

Use this letter to inform parents schools are closed.

Dear Parents,

San Diego County health officials have ordered all schools in San Diego to close. This order is because of the pandemic flu situation in San Diego County. All schools are immediately closed until further notice and children should stay home.

Schools may be closed for days or even weeks to reduce contact among children and stop the spread of the flu.

We know that many students and their families are very sick. We know this is a hard time for our community and our hearts go out to those who are ill.

Because the flu is easily spread from person-to-person, it is not safe for large groups of people to gather. During this time, both children and adults should stay away from other people and groups as much as possible. They should not gather in other locations such as shopping malls, movie theaters or community centers.

We know that it may be hard to get a doctor's appointment, go to a clinic or even be seen in a hospital emergency room. Here are some tips for helping those who are sick with the flu:

- Have them drink a lot of liquid (juice, water).
- Keep the sick person as comfortable as possible. Rest is important.
- For fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol). Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- Keep tissues and a trash bag within reach of the sick person.
- Be sure everyone in your home washes their hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.

For more information, call your healthcare provider or visit the County of San Diego Health Services' website: www.sdpanicflu.org or call the Health Emergency Information Line: 1-888-633-1330.

We will contact you as soon as we have information about when school will reopen.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Parent Letter #5

SCHOOL CLOSURE – SPANISH

Use this letter to inform parents schools are closed.

Estimados Padres,

Oficiales del Condado de San Diego han ordenado que todas las escuelas de San Diego se cierren. Esta orden fue dada a causa de la gripe pandémica que hay en el Condado de San Diego. Todas las escuelas se cierran inmediatamente hasta que haya otra orden y los niños deben de quedarse en casa.

Pueda ser que las escuelas permanezcan cerradas por días y aún semanas para reducir el contacto entre niños y así parar la transmisión de la gripe.

Sabemos que muchos estudiantes y sus familias están muy enfermos. Sabemos que nuestra comunidad esta pasando por un tiempo muy difícil y nuestros pensamientos están con ellos.

La gripe se pasa fácilmente de persona-a-persona así que no es seguro que se reúnan grupos grandes. Durante este tiempo, los adultos y los niños deben de mantenerse lejos de otras personas y de los grupos lo más tiempo posible. No deben reunirse en otras ubicaciones tales como los centros comerciales, los cines ni los centros sociales.

Sabemos que puede ser difícil obtener una cita con el doctor, ir a una clínica y aun ser visto en la sala de emergencia del hospital. Aquí están algunos consejos para ayudar a los que están enfermos con la gripe:

- Beban mucho líquido (jugo, el agua).
- Mantenga al enfermo lo más cómodo posible. El descanso es importante.
- Para la fiebre, dolores de garganta y de músculo, utilice ibuprofen (Motrin) o acetamenophen (Tylenol). No utilice aspirina con niños ni adolescentes; puede causar síndrome de Reye, una enfermedad que amenaza la vida.
- Mantenga pañuelos desechables y un basurero al alcance del enfermo.
- Asegúrese que todos en su hogar se laven las manos con frecuencia.
- Mantenga a las personas enfermas con gripe lejos de las personas que no están enfermas.

Para más información, llame a su proveedor de asistencia medica o visite el sitio Red de los Servicios de Salud de San Diego: www.sdpandemicflu.org, Paginas en Español o llama la Línea de Información de Emergencias de Salud: 1-888-633-1330.

Nosotros le contactaremos en cuanto tengamos información acerca de cuando las escuelas volverán a abrir.



Sample Parent Letter #6

SCHOOL RE-OPENS

Use this letter to inform parents schools are re-opened.

Dear Parents,

San Diego County health officials have declared the pandemic flu is under control. Our school will open again on _____. At this time, students may safely return to class.

Even though school is opening, there are still some people who are sick from the flu virus. And health officials say that pandemic flu outbreaks sometimes happen in waves. This means more people could become sick again. If more people get sick, schools may need to close again. We will continue to give you any important information.

Because the flu can still be spread from person to person, please keep children who are sick at home. Don't send them to school.

We are looking forward to seeing your children again.





Sample Parent Letter #6

SCHOOL RE-OPENS – SPANISH

Use this letter to inform parents schools are re-opened.

Estimados Padres,

Oficiales de Salud del Condado de San Diego han declarado que la gripe pandémica está bajo control. Nuestra escuela abrirá el _____. En este momento, los estudiantes pueden volver a clase sin peligro.

Aunque la escuela esta abierta, todavía hay algunas personas que están enfermas con el virus de gripe. Y oficiales de salud dicen que brotes de gripe pandémica a veces suceden en ondas. Esto significa que más personas podrían enfermarse rápidamente otra vez. Si más personas se enferman, las escuelas pueden necesitar cerrar otra vez. Continuaremos dándole información importante.

La gripe todavía se transmite de persona a persona así que, por favor mantenga a los niños enfermos en casa. No los mande a la escuela.

Deseamos ver a sus niños pronto.





**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Tips for Parents on Coping with Pandemic Flu

PLAN FOR AN EXTENDED STAY AT HOME DURING A FLU PANDEMIC

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a flu pandemic.
- Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have materials, such as books, on hand.
- Plan recreational activities that your children can do at home.

ITEMS TO HAVE ON HAND FOR AN EXTENDED STAY AT HOME

Non-perishable Foods

- Ready to eat canned meats, fruits, vegetables, soups
- Protein or fruit bars
- Dry cereal or granola
- Peanut butter and jelly
- Dried fruit, nuts, trail mix
- Crackers
- Canned juices
- Bottled water
- Canned or jarred baby food
- Baby formula
- Pet food

Health and Emergency Supplies

- Prescribed medical supplies such as glucose and blood pressure monitoring
- Soap and water or alcohol based hand wash
- Medicines for fever, such as acetaminophen (Tylenol) or ibuprofen (Motrin)
- Thermometer
- Vitamins
- Fluids with electrolytes, such as Pedialyte®
- Flashlight with extra batteries
- Portable radio with extra batteries
- Manual can opener
- Garbage bags
- Tissues, toilet paper, disposable diapers

IF SOMEONE IN YOUR HOME DEVELOPS FLU SYMPTOMS (FEVER, COUGH, MUSCLE ACHES)

- Encourage plenty of fluids to drink.
- Keep the ill person as comfortable as possible. Rest is important.
- For adults with fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol).
- Do not use aspirin in children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- Sponging with tepid (wrist-temperature) water lowers fever only during the period of sponging. Do not sponge with alcohol.
- Keep tissues and a trash bag for their disposal within reach of the patient.
- All members of the household should wash their hands frequently.
- Keep other family members and visitors away from the person who is ill.
- Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.

For more information, call your healthcare provider or visit the County of San Diego Health Services' website: www.sdpanicflu.org or call the Health Emergency Information Line: 1-888-633-1330 or visit the federal government's pandemic flu website: <http://www.pandemicflu.gov>



Ways to Protect Yourself from Flu and Pandemic Flu

WHAT IS A PANDEMIC?

A “pandemic” is a serious disease that spreads around the world. Health experts tell us that the virus causing bird flu (also called avian influenza) could change, so that it spreads easily between people. If this happens it would start a pandemic, and many people would become sick. Flu spreads in areas where people interact, like schools, businesses, transportation and entertainment.

HOW IS PANDEMIC FLU DIFFERENT FROM SEASONAL FLU?

Seasonal flu comes every year, but pandemics do not happen often. Pandemic flu initially looks a lot like seasonal flu (fever, cough, runny nose and muscle pain) but will be much worse.

Because pandemic flu is caused by a completely new flu virus that no one has had before, nobody has natural defenses to fight it off. Even healthy people will get sick and can get severe complications like pneumonia.

Health experts believe large numbers of people will get very ill and die in a pandemic, including people we rely on every day, such as teachers, policemen, and utility workers. Doctors and nurses will also get sick and would not be able to take care of their patients. This would have a big impact on normal life in our communities.

THERE ARE A FEW SIMPLE THINGS YOU CAN DO NOW TO PREPARE:

- Start healthy habits now.
- Have an emergency plan.
- Build an emergency kit.
- Stay home when you are sick.
- During a pandemic, avoid large crowds.

HAVE A PLAN TO:

- Arrange for child care if schools are closed or if you are sick.
- Ask your supervisor if you could telecommute or have a flexible schedule.
- List important phone numbers for family, friends, neighbors, doctor, and others. Know where to find the list.
- Volunteer with local groups to prepare for a flu pandemic.

HEALTHY HABITS STOP THE SPREAD OF DISEASE:

Cover your cough:

- Cover your coughs and sneezes with your arm, sleeve, or tissue.
- Teach your family to cover their cough. Put used tissues in the trash immediately.
- Try to stay at least three feet away from others who are coughing.

Wash your hands often:

- Wash hands for 20 seconds with soap and warm water. Teach your children to sing Happy Birthday or the Alphabet song while they wash to make sure they wash long enough to get rid of most germs.
- Wash your hands after sneezing or coughing into a tissue.
- Use an alcohol-based hand sanitizer to help kill germs, especially when you are on the go.
- Use disinfecting wipes to clean things that many people touch (like door knobs, toys, remote controls, phones, and switches) at work and at home, especially if someone in your house is sick.

Get your yearly flu shot:

- The yearly flu shot or nasal spray flu vaccine can protect you from getting sick with seasonal flu viruses. A pandemic will require a special flu vaccine.



- People who are most at risk for problems from the flu need the flu vaccine each year including:
 - Children 6 months up to 5 years old
 - Adults over 50
 - People of all ages with chronic illnesses
 - Pregnant women
- Babies under 6 months old cannot get the flu shot. If you and your family get flu shots, you will decrease the chance that a baby can catch the flu from you.
- If vaccine supply is available, everyone else is encouraged to get a flu shot to stay healthy and prevent spreading flu to others in the community.

BUILD AN EMERGENCY KIT:

During a pandemic, stores may be closed or out of supplies. It is important to keep extra supplies on hand. These supplies will also be useful for other types of emergencies.

Food and Water

- A 1- to 2-week supply of food and water
- A gallon of water per person, per day
- Long-lasting, ready-to-eat canned beans, fish, meats, fruits and vegetables, stews, and juice
- Packages of dry milk, soup, cereals, crackers, dried fruits and nuts, and protein bars (Refresh your supply every 4-6 months. Use up items that are about to expire.)
- Baby food or formula, if needed
- Food for your pets
- Manual can opener

Medical Supplies

Rotate or refresh medications regularly to make sure they have not expired.

- Your prescription drugs. Do not wait until the last minute to refill them.
- Medical supplies to monitor glucose and blood pressure or other health conditions
- A fever reducer and pain medicine, such as acetaminophen (Tylenol®) or ibuprofen (Motrin®)
- A supply of cold and cough medicines and other non-prescription drugs
- Anti-diarrhea medicine

- First-Aid kit: bandages, gauze, etc.
- Thermometer
- Surgical-type masks from a drug store or hardware store

Household Products

- Soap, liquid detergent, and alcohol-based hand sanitizer
- Disinfecting wipes or bleach for disinfecting things many people touch (Mix 1 gallon of water with ¼ cup bleach)
- A box of disposable vinyl or latex gloves to help protect you, while taking care of sick family members
- Boxes of tissue
- Toilet paper
- Trash bags
- Disposable diapers and feminine products

Other Emergency Supplies

- Portable radio
- Batteries
- Flashlight
- Blankets

MORE INFORMATION

For more information on influenza, preparing for a pandemic, and emergency kits go to:

www.pandemicflu.gov

(U.S. Department of Health and Human Services)

www.cdc.gov/flu

(Centers for Disease Control and Prevention)

www.ready.gov/america

(U.S. Department of Homeland Security)

www.prepare.org

(Red Cross)

www.oes.ca.gov

(Governor's Office of Emergency Services)

www.getimmunizedca.org

(California Department of Health Services, Immunization Branch)

www.sdpanicflu.org

(San Diego County Health and Human Services)



Pandemic Flu Planning Checklist for Individuals and Families

You can prepare for an influenza pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu pandemic.

1. To plan for a pandemic:

- ☐ Store a supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- ☐ Ask your doctor and insurance company if you can get an extra supply of your regular prescription drugs.
- ☐ Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- ☐ Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- ☐ Volunteer with local groups to prepare and assist with emergency response.
- ☐ Get involved in your community as it works to prepare for an influenza pandemic.

2. To limit the spread of germs and prevent infection:

- ☐ Teach your family to wash hands frequently with soap and water, and model the correct behavior.
- ☐ Teach your family to cover coughs and sneezes with tissues, and be sure to model that behavior.
- ☐ Teach your family to stay away from others as much as possible if they are sick. Stay home from work and school if sick.



3. Items to have on hand for an extended stay at home:

Examples of food and non-perishables	Examples of medical, health, and emergency supplies
<ul style="list-style-type: none"><input type="checkbox"/> Ready-to-eat canned meats, fruits, vegetables, and soups<input type="checkbox"/> Protein or fruit bars<input type="checkbox"/> Dry cereal or granola<input type="checkbox"/> Peanut butter or nuts<input type="checkbox"/> Dried fruit<input type="checkbox"/> Crackers<input type="checkbox"/> Canned juices<input type="checkbox"/> Bottled water<input type="checkbox"/> Canned or jarred baby food and formula<input type="checkbox"/> Pet food	<ul style="list-style-type: none"><input type="checkbox"/> Prescribed medical supplies such as glucose and blood-pressure monitoring equipment<input type="checkbox"/> Soap and water, or alcohol-based hand wash<input type="checkbox"/> Medicines for fever, such as acetaminophen or ibuprofen<input type="checkbox"/> Thermometer<input type="checkbox"/> Anti-diarrheal medication<input type="checkbox"/> Vitamins<input type="checkbox"/> Fluids with electrolytes<input type="checkbox"/> Cleansing agent/soap<input type="checkbox"/> Flashlight<input type="checkbox"/> Batteries<input type="checkbox"/> Portable radio<input type="checkbox"/> Manual can opener<input type="checkbox"/> Garbage bags<input type="checkbox"/> Tissues, toilet paper, disposable diapers



Plan Para Una Gripe Pandémica

Lista para Individuos y Familias

Usted puede prepararse para una influenza pandémica ahora. Usted debería saber ambas, la magnitud de lo que puede suceder durante un brote pandémico y que acciones usted puede tomar para ayudar a aminorar el impacto de una influenza pandémica en usted y su familia. Esta lista le ayudará a juntar información y recursos que puede necesitar en caso de una gripe pandémica.

1. Plan para una pandemia:

- ☐ Guarde una cantidad de agua y comida. Durante una pandemia, si usted no puede llegar a la tienda, o si la tienda no tiene abastecimiento, será importante para usted tener provisiones a mano. Esto puede ser muy útil en otro tipo de emergencias, como un corte de electricidad y desastres.
- ☐ Pregunte a su doctor y aseguranza médica si usted puede tener un abastecimiento extra de sus medicinas regulares.
- ☐ Tener medicinas sin prescripción médica y otros a mano, incluyendo remedios para los dolores, para problemas de estómago, remedios para la tos y resfríos, líquidos con electrolitos, y vitaminas.
- ☐ Hablar con miembros de la familia acerca de como ellos deberían cuidarse por si se enferman, o que deberan necesitar en caso que hay que cuidarlos en casa.
- ☐ Ser voluntario con grupos locales para preparar y asistir con una reacción de emergencia.
- ☐ Envolverse con su comunidad como ésta trabaja preparándose para una influenza pandémica.

2. Limitar el esparcimiento de gérmenes y prevenir infecciones:

- ☐ Enseñar a sus niños a lavarse las manos frecuentemente con jabón y agua, sea un modelo de esta práctica/conducta.
- ☐ Enseñar a sus niños cuando tosan y estornuden a cubrirse la boca con un pañuelo desechable/kleenex y asegúrese de ser un modelo en esta práctica/conducta.
- ☐ Enseñar a sus niños a estar alejados lo más posible de otros si estos estan enfermos. Quedarse en casa si se está enfermo. (No asistir al trabajo o escuela).



3. Artículos para tener a mano para una estadía prolongada en casa:

Ejemplos de comidas no peresibles	Ejemplos de medicinas para la salud y abastecimiento para emergencias
<ul style="list-style-type: none"><input type="checkbox"/> Carnes, frutas, vegetales y sopas enlatadas.<input type="checkbox"/> Barras de proteína o frutas<input type="checkbox"/> Cereales secos o granolas<input type="checkbox"/> Crema de maní o frutos secos (almendras, nueces, etc.)<input type="checkbox"/> Fruta desecada<input type="checkbox"/> Galletas<input type="checkbox"/> Jugos enlatados<input type="checkbox"/> Agua en botella<input type="checkbox"/> Comida de bebés enlatadas o en jarros y fórmula	<ul style="list-style-type: none"><input type="checkbox"/> Abastecimiento de medicinas prescritas, como glucosa y monitor para la presión arterial sanguínea<input type="checkbox"/> Jabón y agua, o líquido para lavar manos en seco a base de alcohol.<input type="checkbox"/> Medicinas para la fiebre como acetaminofen o ibuprofen<input type="checkbox"/> Termómetro<input type="checkbox"/> Medicina para la diarrea<input type="checkbox"/> Vitaminas<input type="checkbox"/> Líquido con electrolitos<input type="checkbox"/> Agentes de limpieza/jabón<input type="checkbox"/> Linternas<input type="checkbox"/> Baterías<input type="checkbox"/> Radio portable/portátil<input type="checkbox"/> Abridor de latas manual<input type="checkbox"/> Bolsas de basura



What is Pandemic Flu?

A “pandemic” is a disease that spreads all over the world and affects a large number of people. If you are caring for a loved one during a pandemic, it’s important to take steps to protect yourself and others. Always follow the most current advice of the U.S. Department of Health and Human Services and your local health department.

Prevent the Spread of Pandemic Flu

These healthy habits will help keep you and others from getting and passing on the virus.

- > Clean your hands often with soap and water or alcohol-based hand sanitizer.
- > Cover your mouth and nose with a tissue when you cough or sneeze and clean your hands afterward. Put used tissues in a wastebasket.
- > Cough or sneeze into your upper sleeve if you don’t have a tissue.
- > Keep your hands away from your eyes, nose and mouth to prevent germs from entering your body.

Also, a person with signs of the flu should:

- > Stay home from work, school and errands and avoid contact with others.
- > Consider wearing a surgical mask when around others. There may be benefits.

When a Household Member Is Sick

The flu virus is spread when contaminated droplets exit the mouth and nose of an infected person and the virus comes in contact with others. So, follow these tips to protect yourself and others in your home:

- > Keep everyone’s personal items separate. All household members should avoid sharing computers, pens, papers, clothes, towels, sheets, blankets, food or eating utensils.
- > Disinfect door knobs, switches, handles, toys and other surfaces that are commonly touched around the home or workplace.

Disinfectant:

1 gallon water
¼ cup bleach

Mix up a fresh batch every time you use it.

- > It is okay to wash everyone’s dishes and clothes together. Use detergent and very hot water. Wash your hands after handling dirty laundry.
- > Wear disposable gloves when in contact with or cleaning up body fluids.
- > One person should be the caregiver. He or she may benefit by wearing a mask when giving care.

Practice Hand Hygiene

Caregivers should always wash their hands before providing care. Afterward, wash again and apply alcohol-based hand sanitizer as well. Follow these steps for proper hand hygiene:

1. Wet hands with warm, running water and apply liquid soap.
2. Rub hands vigorously for at least 15 seconds, covering all surfaces and fingers.
3. Scrub nails by rubbing them against the palms of your hands.
4. Rinse your hands with water.
5. Dry your hands thoroughly with a paper towel and use it to turn off the faucet. A shared towel will spread germs.

Recognize Pandemic Flu Symptoms

Watch for these symptoms:

- > Fever
- > Cough
- > Runny nose
- > Muscle pain

Call your health-care professional at the first sign of the flu. Many symptoms can be treated by the health-care professional over the telephone.

Care for a Loved One with the Flu

A person recovering from flu should have:

- > Rest and plenty of liquids
- > No alcohol or tobacco
- > Medications to relieve flu symptoms

In some cases, a health-care professional may prescribe antiviral drugs to treat the flu. Antibiotics (like penicillin) don’t cure it.

Monitor Pandemic Flu Symptoms

Keep a care log. Write down the date, time, fever, symptoms, medicines given and dosage. Make a new entry at least every 4 hours or when the symptoms change. Call your healthcare professional again if your loved one has:

- > A high fever
 - Children and Adults:
Greater than 105°F (40.5°C)
 - Babies 3- to 24-months-old:
103°F (39.4°C) or higher.
 - Babies up to 3 months:
Rectal temperature of 100.4°F (38°C) or higher.
- > Shaking chills
- > Coughing that produces thick mucus
- > Dehydration (feeling of dry mouth or excessive thirst)
- > Worsening of an existing serious medical condition (for example: heart or lung disease, diabetes, HIV, cancer)

If you cannot reach your health-care professional, **call 9-1-1** or local emergency number for any of the signs below:

- > Irritability and/or confusion
- > Difficult breathing or chest pain with each breath
- > Bluish skin
- > Stiff neck
- > Inability to move an arm or leg
- > First-time seizure

Prevent Dehydration

Dehydration occurs when the body loses too much water and it's not replaced quickly enough. It can be serious. Begin giving soothing drinks at the first signs of the flu and follow these tips:

- > In addition to plenty of liquids, give ice and light, easily digested foods, such as soup and broth.

- > If your loved one has diarrhea or vomiting, give fluids that contain electrolytes. These are available at your pharmacy or grocery store. Or you can make your own rehydration electrolyte drink for someone over the age of 12.

Electrolyte Drink:

1 quart water
½ tsp. baking soda
½ tsp. table salt
3 to 4 tbsp. sugar
¼ tsp. salt substitute
Mix well and flavor with lemon juice or sugar-free Kool-Aid®.

- > If drinking liquids makes nausea worse, give one sip at a time until your loved one can drink again.

Reduce Fever

To help reduce a fever, do the following:

- > Give plenty of fluids.
- > Give fever-reducing medication, such as acetaminophen, aspirin or ibuprofen, as directed on the container's label.
Do not give aspirin to anyone younger than 20.
- > Keep a record of your loved one's temperature in your care log.
- > To relieve discomfort, give a sponge bath with lukewarm water.

After you have called your doctor or emergency number for a fever, continue to follow the home treatment recommendations above. If there is a delay in getting help, ask a health-care professional if you should start an additional dose of an alternate fever-reducing medication (acetaminophen, ibuprofen or aspirin) between the doses described on the label. Always continue to give plenty of fluids.

Home Care for Pandemic Flu

Prepare for a Flu Pandemic

Make a plan now for a flu pandemic. Figure out what you will do if members of your household have to stay home from work or school or stay separated from others for a period of time. Keep extra supplies of food, water, medications and your disaster supply kit on hand.

Pandemic Flu Caregiving Supplies:

- > Thermometer
- > Soap
- > Box of disposable gloves
- > Acetaminophen
- > Ibuprophen
- > Bleach
- > Alcohol-based hand sanitizer
- > Paper towels
- > Tissues
- > Surgical masks
(one for each person)
- > Sugar, baking soda, salt,
salt substitute

For more information, contact your local American Red Cross chapter, visit www.redcross.org or call 1-800-RED-CROSS.

Many of the recommendations in this brochure are from the U.S. Department of Health and Human Services. This information is not intended as a substitute for professional medical care or current public health advice. Seek advice from your health-care provider, the CDC and your local health department. Visit www.pandemicflu.gov.

As with all medications and treatments, there are side effects and potential complications. Seek professional advice from your health-care professional to make sure any medication or vaccination is appropriate to your health.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Press Release A

SCHOOLS REMAIN OPEN

Health Services will use this type of press release to announce schools remain open.

For release (DATE)

Contact: (PIO name and number)

San Diego schools are open but parents should prepare.

San Diego schools remain open despite the pandemic flu outbreak in the county, but parents are asked to prepare for possible closures if the virus continues to spread.

School and county health officials are working together to monitor the situation and parents will be updated with any important information.

“At this time, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected,” said (health official).

If the pandemic flu continues to spread and more students become ill, health officials say they may need to order schools closed for a period of time. They urge parents to begin planning now for childcare in their home.

Health officials say parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:

- Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet from people who are sick. People who are sick should stay home from work or school and avoid other people until they are better.

Health officials point out that recommendations may change during the course of a pandemic flu outbreak. For school updates, parents can call the school district's hotline at (INSERT NUMBER) or the County of San Diego Health Services' Health Emergency Information Line at 1-888-633-1330.

For more information on pandemic flu, visit the County of San Diego Health Services' website at www.sdpanicmicflu.org or the federal government website at www.pandemicflu.gov.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Press Release B

ANNOUNCEMENT OF SCHOOL CLOSURES

Health Services will use this type of press release to announce school closures. A similar press release will be issued when school reopens.

For immediate release (DATE)

Contact: (PIO name and number)

Health officials order closure of schools in San Diego County

San Diego County health officials have ordered the closure of schools as a result of the pandemic flu outbreak in the county.

Schools may be closed for a period of time – days or even weeks. Because the virus is easily spread from person to person, the County of San Diego Health Services has also ordered colleges, day care centers and preschools to close. Because it is unsafe for large groups of people to gather, health officials warn people to stay away from shopping malls, community centers and other places where germs can be spread.

“We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with the schools to deal with the situation and will keep parents updated with any important information,” said (LOCAL HEALTH OFFICIAL).

According to (LOCAL HEALTH OFFICIAL), the purpose of closing schools is to limit contact among children, to decrease their risk of getting sick and to limit the spread of infection.

Because so many people are sick with the flu, health officials acknowledge that it may be hard to get a doctor’s appointment, go to a clinic or even be seen in a hospital emergency room. They provided some tips for residents to care for the sick at home:

- Have them drink a lot of liquid (juice, water).
- Keep the sick person as comfortable as possible. Rest is important.
- For adults with fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol). Do not use aspirin in children or teenagers; it can cause Reye’s syndrome, a life-threatening illness.
- Keep tissues and a trash bag within reach of the sick person.
- Be sure everyone in your home washes their hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.

More information on pandemic flu is available on the County of San Diego Health Services’ website at www.sdpanicflu.org or by calling or the County of San Diego Health Services’ Health Emergency Information Line at 1-888-633-1330.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Key Messages for School Officials A

PANDEMIC FLU OUTBREAK

- We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with local health officials to deal with the situation and will keep parents updated with any important information.
- At this time, under the guidance of the county health department, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected.
- If pandemic flu continues to spread and more students become ill, health officials may need to close schools for an extended period of time (for example, up to 6 weeks).
- The purpose of closing schools will be to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection. If schools are closed, children should stay at home.
- We urge parents to plan now for the possibility of schools closing. Arrange day care, and home schooling.
- Parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:
 - Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
 - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 - Teach your children to stay away from people who are sick and stay home from work or school if you are sick.
- Recommendations may change during the course of a flu pandemic. We will make public announcements through the media and parents can call the school district's hotline at (INSERT HOTLINE).
- For more information on pandemic flu and prevention, visit San Diego Health Services' website at www.sdpandemicflu.org or call the County of San Diego Health Emergency Information Line: 1-888-633-1330.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Sample Key Messages for School Officials B

SCHOOL CLOSURES

- San Diego County health officials have ordered the closure of schools as a result of the pandemic flu outbreak in our county.
- Schools may be closed for an extended period of time (for example, up to 6 weeks).
- We know this is a difficult time for our community and our hearts go out to those who are ill. We are working closely with health officials to deal with the situation and will keep parents updated with any important information.
- Because pandemic flu is easily spread from person to person, it is unsafe for large groups of people to gather and children should stay home. The purpose of closing schools is to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection.
- During this time, children and adults should stay away from other people and groups, as much as possible. Health officials also advise that people should not gather in other locations such as homes, shopping malls, movie theaters or community centers.
- Parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:
 - Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
 - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 - Teach your children to stay at least three feet from people who are sick and stay home from work or school if you are sick.
- Recommendations may change during the course of a flu pandemic. We will make public announcements through the media and parents can call the school district's hotline at (INSERT NUMBER).
- For more information on pandemic flu and prevention, visit San Diego Health Services' website at www.sdpandemicflu.org or call the County of San Diego Health Emergency Information Line: 1-888-633-1330.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

What is Avian (Bird) Flu?

Avian Flu, also called bird flu, is a contagious respiratory disease that can infect humans as well as birds. It is caused by a flu-like virus. Avian Flu virus does not usually infect humans, but a number of cases of human Avian Flu have occurred since 1997. As of October 2006, there are no human cases of Avian Flu in the U.S.

Chickens, ducks, geese and other wild water birds are especially at risk to get the disease. Avian flu can be deadly to both birds and humans.

WHAT ARE THE SYMPTOMS OF AVIAN FLU IN HUMANS?

They are similar to those of the seasonal flu and include fever, cough, sore throat, muscle aches and severe respiratory illness like pneumonia. Some persons may show other symptoms like diarrhea, coma, encephalitis, and eye infections.

HOW IS HUMAN AVIAN FLU SPREAD?

Humans can get Avian Flu from contact with infected birds, contaminated surfaces, or standing pond water. Infected birds shed the virus in saliva and droppings. A person can catch the Avian Flu virus when an infected chicken coughs or sneezes onto the person's face, or by breathing in bird dropping particles.

The World Health Organization (WHO) is still looking into whether Avian Flu spreads from person to person. The virus is not spread by eating cooked meat or eggs, so there is no danger in eating cooked chicken, duck or other poultry.

WHAT DRUGS ARE AVAILABLE FOR AVIAN FLU?

The effectiveness of antiviral drugs is unknown.

IS THERE A VACCINE AGAINST HUMAN AVIAN FLU?

No. However, healthcare providers may give regular flu vaccine to high-risk groups such as poultry workers, to lessen the risk that they may become infected with both the human and bird flu viruses at the same time.

WHY WORRY ABOUT GETTING BOTH HUMAN AND BIRD FLU VIRUSES AT THE SAME TIME?

The mixing of human and Avian Flu viruses could produce a new type of flu to which humans have no defenses. It is possible that the new type would be easily passed from person to person, which could cause worldwide outbreak (pandemic) and even death.

IF AVIAN FLU IS IDENTIFIED IN THE U.S., THESE ARE THINGS YOU CAN DO TO PROTECT YOURSELF:

- Always wash your hands after outdoor activities, such as after playing with standing water, after picnicking.
- Always cover your cough.
- Avoid ill people.
- Stay home when ill.
- Avoid contact with wild birds, especially water birds.
- Do not enter bird cages and chicken pens.

BIRD ILLNESS

How do chickens or other birds get Avian Flu?

- From direct contact with the saliva or droppings of infected birds
- From contaminated feed, water, cages, equipment or clothing, like shoes of poultry workers

Indoor birds are safe from Avian Flu.

WHAT ARE THE SYMPTOMS OF AVIAN FLU IN BIRDS?

- Lack of appetite and energy
- Swollen head, eyelids, comb, wattle and legs
- Purple wattle and comb
- Nasal discharge
- Sneezing and coughing
- Diarrhea
- Sudden death

THINGS YOU CAN DO TO PROTECT YOUR BIRD FROM AVIAN FLU:

- Do not mix birds of unknown origin with existing pet birds.
- Keep your birds in cages, hen houses, or in a netted area to keep wild birds away.
- Clean and disinfect your bird cage or hen house as necessary.

FOR UP-TO-DATE INFORMATION

Visit our website at www.sdpanicmicflu.org for information about Avian Flu or call the Health Emergency Information Line at (888) 633-1330.

You can also visit the Department of Human and Health Services website at www.pandemicflu.gov or the WHO website at www.who.int/en/ for up-to-date information on countries that have been affected by Avian Flu.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

¿Qué es la Influenza Aviar (Aves)?

La influenza aviar, también conocida como gripe aviar, es una enfermedad respiratoria contagiosa que infecta a humanos y aves. Es causada por un virus similar al de la influenza. El virus de la influenza aviar no suele infectar a humanos, pero sí ha ocurrido cierto número de infecciones desde 1997. Hasta marzo de 2006 no se ha reportado ningún caso humano de influenza aviar en los Estados Unidos.

Gallinas, patos, gansos y otras aves acuáticas silvestres tienen un riesgo especial de contraer la enfermedad. La influenza aviar puede ser mortal para aves y para humanos.

¿CUÁLES SON LOS SÍNTOMAS DE LA INFLUENZA AVIAR EN HUMANOS?

Son similares a los de la influenza común.

- Fiebre, tos, dolor de garganta y dolores musculares
- Dificultades respiratorias severas como las de la neumonía.

Algunas personas pueden presentar otros síntomas como diarrea, coma, encefalitis e infecciones oculares.

¿CÓMO SE TRANSMITE LA INFLUENZA AVIAR EN HUMANOS?

Los humanos pueden contraer la influenza aviar a través del contacto con aves infectadas, superficies contaminadas o agua estancada. Las aves infectadas producen saliva y excrementos con el virus. Una persona puede contraer el virus si un pollo infectado tose o estornuda en su cara, o respirando partículas de excremento.

La Organización Mundial de la Salud (OMS) sigue estudiando si la influenza aviar puede transmitirse entre personas. El virus no se transmite por el consumo de carne o huevos cocidos. No existe riesgo por comer pollo, pato o cualquier otra ave cocida.

¿QUÉ MEDICINAS ESTÁN DISPONIBLES PARA LA INFLUENZA AVIAR?

Se desconoce la efectividad de medicinas antivirales.

¿EXISTE UNA VACUNA CONTRA LA INFLUENZA AVIAR?

No. Sin embargo, los proveedores de atención a la salud pueden dar vacunas contra la influenza común a los grupos de alto riesgo, como los trabajadores avícolas, para disminuir el riesgo de que contraigan el virus de la influenza aviar y el de la influenza humana a la vez.

¿POR QUÉ PREOCUPARSE DE CONTRAER EL VIRUS DE LA INFLUENZA AVIAR Y EL DE LA INFLUENZA HUMANA A LA VEZ?

La mezcla de los dos virus podría producir un nuevo tipo de influenza para el que no tenemos defensas.

Es posible que el nuevo tipo pudiera transmitirse fácilmente de persona a persona y que desatara una infección mundial (pandemia) e incluso una muerte masiva.

SI SE DETECTA LA INFLUENZA AVIAR EN LOS ESTADOS UNIDOS, ÉSTAS SON ALGUNAS MEDIDAS QUE PUEDE TOMAR PARA PROTEGERSE:

- Lávese las manos siempre después de realizar actividades en exteriores, como jugar en agua estancada o tener un picnic.
- Cubra siempre sus estornudos.
- Evite el contacto con personas enfermas.
- Permanezca en casa cuando esté enfermo.
- Evite el contacto con aves silvestres, especialmente aves acuáticas.
- No entre en jaulas y corrales de aves.

ENFERMEDADES DE AVES

Cómo contraen la influenza aviar las gallinas u otras aves?

- Por el contacto directo con la saliva o excremento de aves infectadas
- Por alimento, agua, jaulas o equipo contaminado. O por contaminación en la vestimenta de los trabajadores avícolas.

Las aves que se mantienen en interiores están a salvo del virus.

¿Cuáles son los síntomas de la influenza aviar en aves?

- Pérdida de apetito y falta de energía
- Cabeza, párpados, cresta, barbilla y piernas hinchadas
- Cresta y barbilla moradas
- Goteo nasal
- Estornudos y tos
- Diarrea
- Muerte súbita

MEDIDAS QUE PUEDE TOMAR PARA PROTEGER A SU AVE DE LA INFLUENZA AVIAR:

- No mezcle aves de un origen desconocido con mascotas actuales.
- Mantenga a sus aves en jaulas, corrales o áreas enrejadas para mantener alejadas a las aves silvestres.
- Limpie y desinfecte la jaula o corral para aves según sea necesario.

Visite nuestro sitio Web www.sdpanicflu.org para obtener más información sobre gripe aviar. También puede llamar a la Línea de Información de Emergencias de Salud al (888) 633-1330.

Visite el sitio de la OMS en www.who.int/en/ para ver información actualizada sobre los países afectados por la influenza aviar.



FLU: Pandemic/Bird

Plan. Prepare. Protect.

County of San Diego

	SEASONAL FLU	BIRD FLU	PANDEMIC FLU
What is it?	Human influenza (flu): <ul style="list-style-type: none"> More severe than the common "cold." Periodic outbreaks are caused by flu viruses that circulate among people. 	Bird flu, or avian influenza: <ul style="list-style-type: none"> Viruses affect wild birds and typically do NOT infect humans. Current outbreak of bird flu that began in Southeast Asia is caused by avian influenza A (H5N1). Millions of birds have died and some humans have developed disease. 	A pandemic is an outbreak that occurs worldwide and affects many people. Pandemics: <ul style="list-style-type: none"> Caused by new types of flu viruses (typically an animal virus such as bird flu). Can cause severe disease in humans. Are transmitted from person-to-person.
How is it spread?	<ul style="list-style-type: none"> Passing it to someone else through coughing or sneezing. By touching surfaces contaminated with flu germs and then touching your eyes, mouth, or nose. 	<ul style="list-style-type: none"> Migratory birds like ducks can carry the H5N1 flu virus and often do not have symptoms. Humans catch the disease through close contact with infected birds or their surroundings. In rare cases the disease has passed from person-to-person. 	<ul style="list-style-type: none"> From one person to another through coughing or sneezing. By touching surfaces contaminated with flu germs and then touching your eyes, mouth, or nose.
Dangers?	<ul style="list-style-type: none"> Most people who develop significant illness recover within 7 to 10 days. Some people may take longer to recover. 	<ul style="list-style-type: none"> About 50% of people infected with bird flu have developed serious illness and died. 	<ul style="list-style-type: none"> Experts predict as many as 25% of people worldwide could become ill. Experts think about 1-5% of those who develop disease would die. Predicting exactly who would be at the greatest risk is difficult.
Treatment?	<ul style="list-style-type: none"> Most people recover without medication. Antiviral drugs (used for vulnerable individuals) must be started within 48 hours of onset of symptoms. 	<ul style="list-style-type: none"> Antiviral drugs may improve the outcome or shorten the illness if taken early. Information on the usefulness of these drugs is very limited at this time. 	<ul style="list-style-type: none"> We do not know if the antiviral drugs will work.
Vaccine?	<ul style="list-style-type: none"> Seasonal flu vaccination is available through your healthcare provider. 	<ul style="list-style-type: none"> No human vaccine is currently available for H5N1 bird flu. Several companies are developing and testing such a vaccine. 	<ul style="list-style-type: none"> Annual flu vaccine will not protect against pandemic flu. A targeted vaccine can only be developed once a pandemic starts and the virus is identified. May take 4-6 months to produce.
Protect yourself?	<ul style="list-style-type: none"> Get an annual flu vaccine. If appropriate, get the pneumococcal ("pneumonia") vaccine. Cover your mouth and nose when you cough. (Use a tissue and throw it away when finished.) Wash your hands often, using soap and warm water or an alcohol-based hand sanitizer. Avoid touching your eyes, nose and mouth. Avoid close contact with those that are sick. 	<ul style="list-style-type: none"> Avoid contact with sick or dying birds in affected countries. Cover your mouth and nose when you cough. (Use a tissue and throw it away when finished.) Wash your hands often, using soap and warm water or an alcohol-based hand sanitizer. Avoid touching your eyes, nose and mouth. Avoid close contact with those that are sick. 	<ul style="list-style-type: none"> Cover your mouth and nose when you cough. (Use a tissue and throw it away when finished.) Wash your hands often, using soap and warm water or an alcohol-based hand sanitizer. Avoid touching your eyes, nose and mouth. Avoid close contact with those that are sick. Clean surfaces that are touched often such as phones, computer keyboards, water faucets, and door and refrigerator handles. If appropriate, get the pneumococcal ("pneumonia") vaccine.

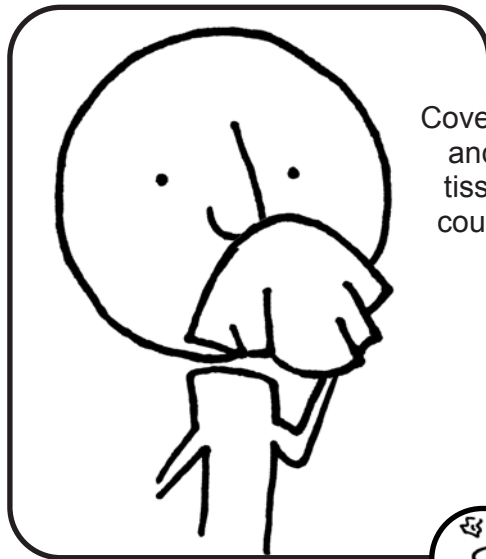


County of San Diego,
Health and Human Services Agency
Public Health Services

Pandemic Influenza Info Line: 888-633-1330
Website: www.sdpanicflu.org

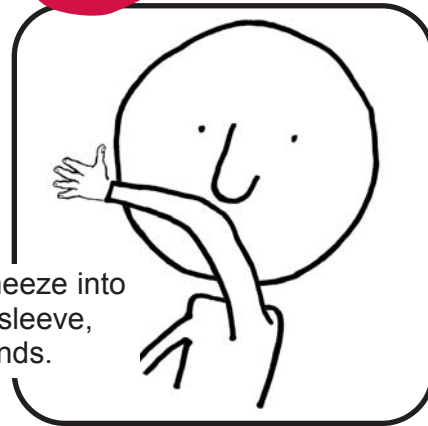
Stop the spread of germs that make you and others sick!

Cover your Cough

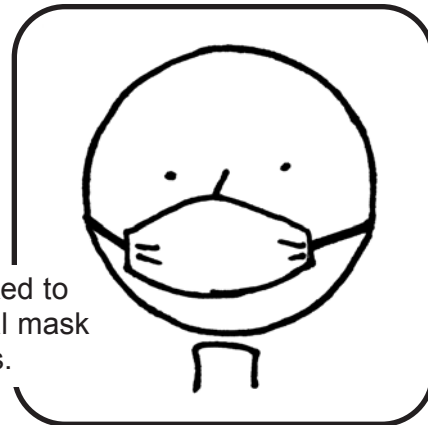


Cover your mouth
and nose with a
tissue when you
cough or sneeze

or
cough or sneeze into
your upper sleeve,
not your hands.



Put your used tissue in
the waste basket.



You may be asked to
put on a surgical mask
to protect others.

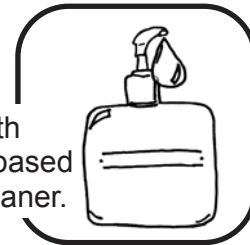
Clean your Hands

after coughing or sneezing.



Wash with
soap and water

or
clean with
alcohol-based
hand cleaner.



Minnesota Department of Health
717 SE Delaware Street
Minneapolis, MN 55414
612-676-5414 or 1-877-676-5414
www.health.state.mn.us



Minnesota
Antibiotic
Resistance
Collaborative





COVER MOUTH AND NOSE



CLEAN HANDS

Cover Coughs and Sneezes. Clean Hands.

Be a germ stopper at school — and home. Cover your mouth and nose when you cough or sneeze. Use a tissue and throw it away.

Clean your hands a lot

- After you sneeze or cough
- After using the bathroom
- Before you eat
- Before you touch your eyes, mouth or nose

Washing hands with soap and water is best. Wash long enough to sing the “Happy Birthday” song twice. Or, use gels or wipes with alcohol in them. This alcohol kills germs!

Stop germs. And stop colds and flu.

www.cdc.gov/germstopper



Stopping the Flu is up to You!

The flu is spread from person to person when someone who has the flu sneezes, coughs or even talks. The flu virus is put into the air and may be inhaled by anyone close by. Occasionally a person may become infected by touching something with the virus on it and then touching their mouth or nose.



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

For more helpful information contact San Diego Health Services.
1-888-633-1330 – www.sdpanicflu.org



**To protect yourself and your family
from the flu:**

Wash your hands often with soap and warm water.

Use tissue when you cough, sneeze or spit, and dispose of the tissue in a covered trash bin.

Keep hands away from your face.

Clean shared space more often such as phone receivers, keyboards, steering wheels and office equipment.

Do not share personal items such as forks, spoons, toothbrushes and towels.

Avoid crowds or people who are ill.

¡Parar la Gripe depende de Ti!

La gripe se pasa de persona-a-persona cuando alguien que tiene la gripe, tose, estornuda, o habla. El virus de la gripe entre al aire y puede ser inhalada por alguien que esta cerca. A veces las personas pueden ser infectadas con el virus cuando tocan algo contagiado con el virus y después se tocan la boca o nariz.



Para protegerse usted y su familia contra la gripe:

Lávese las manos con frecuencia con jabón y agua tibia.

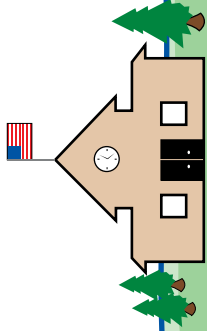
Use pañuelo desechable cuando tose, estornuda o escupe y échelo en un basurero con tapadera.

No se toque la cara.

Limpie los espacios compartidos con mas frecuencia, tales como los teléfonos, teclados, volantes, y equipo de oficina.

No comparta sus artículos personales tales como tenedores, cucharas, cepillo de dientes y toallas.

Evite lugares donde hay multitud de gente o a personas que están enfermas.



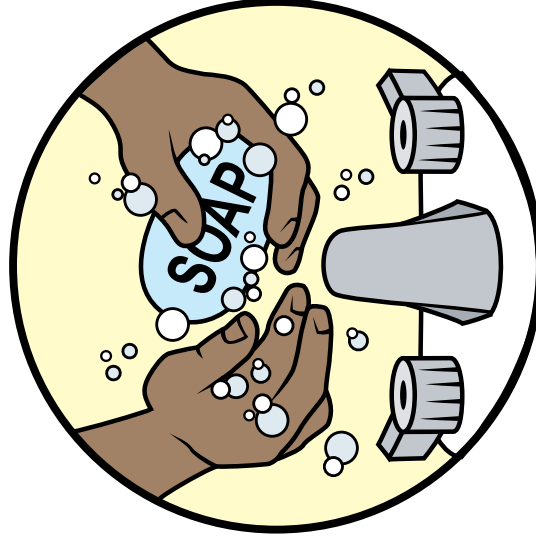
Germ-Free Zone



- **Don't spread germs.**

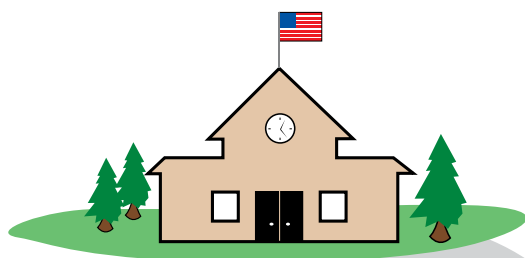


- **Cover your cough.**



- **Wash your hands often.**

Keep Our School Healthy



- **Teach kids not to cough on others**



- **Teach kids to wash hands often, with soap.**



- **Teach kids to cover their coughs.**

Stop Disease



Alto a las enfermedades

막으십시오
질병을

Ngừa
Bệnh

病氣撲滅

Pigilan ang
Sakit

防止疾病



HOW DOES SEASONAL FLU DIFFER FROM PANDEMIC FLU?

November 1, 2005

SEASONAL FLU

Outbreaks follow predictable seasonal patterns; occurs annually, usually in winter, in temperate climates

Usually some immunity built up from previous exposure

Healthy adults usually not at risk for serious complications (the very young, the elderly and those with certain underlying health conditions at increased risk for serious complications)

Health systems can usually meet public and patient needs

Vaccine developed based on known virus strains and available for annual flu season

Adequate supplies of antivirals are usually available

Average U.S. deaths approximately 36,000/yr

Symptoms: fever, cough, runny nose, muscle pain. Deaths often caused by complications, such as pneumonia.

Generally causes modest impact on society (e.g., some school closing, encouragement of people who are sick to stay home)

Manageable impact on domestic and world economy

PANDEMIC FLU

Occurs rarely (three times in 20th century - last in 1968)

No previous exposure; little or no pre-existing immunity

Healthy people may be at increased risk for serious complications

Health systems may be overwhelmed

Vaccine probably would not be available in the early stages of a pandemic

Effective antivirals may be in limited supply

Number of deaths could be quite high (e.g., U.S. 1918 death toll approximately 500,000)

Symptoms may be more severe and complications more frequent

May cause major impact on society (e.g. widespread restrictions on travel, closings of schools and businesses, cancellation of large public gatherings)

Potential for severe impact on domestic and world economy

For additional information visit: www.pandemicflu.gov



**FLU: Pandemic/Bird
Plan. Prepare. Protect.**
County of San Diego

Resources for Emergency Information

SAN DIEGO HEALTH SERVICES

County of San Diego Health Services Public Health Division – <http://www2.sdcountry.ca.gov/hhsa>

For physicians and other medical and health personnel to report suspected disease outbreaks or bioterrorism and get answers to questions about communicable diseases.

Health Emergency Information Line – (888) 633-1330

The County of San Diego Health Services Health Emergency Information Line provides the public with pre-recorded information about health emergencies including West Nile virus, avian (bird) flu, and shelter-in-place. The line also has information about diseases, their symptoms, treatment and how to prevent them.

Local Information about Health Emergencies – www.sdpanicflu.org

Information about health emergencies and pandemic and seasonal flu managed by the County of San Diego Health Services.

San Diego Mental Health Access and Crisis Line – (800) 479-3339

Available 24 hours a day 7 days per week for psychiatric emergencies.

OTHER RESOURCES

American Red Cross San Diego/Imperial Counties Chapter – (858) 309-1200

Offers brochures and other literature with emergency preparedness information for the general public. Also offer emergency preparedness training for groups of 20 or more people.

American Red Cross Preparedness Information – www.prepnow.org

An emergency preparedness website with downloadable material to help prepare for natural and man-made disasters. Information for parents and educators to help children cope with fears and anxieties related to disasters.

San Diego County Sheriff's Office – (858) 974-2222 or www.sdsheiff.net

Information about emergency preparedness and how to form a Community Emergency Response Team or CERT. Website has downloadable information about emergency preparedness and crime prevention.

San Diego County Office of Emergency Services – www.sdcountry.ca.gov/oes

Emergency preparedness information, brochures, speakers and information about forming a Community Emergency Response Team or CERT in your area.

Volunteer Center of San Diego – www.volunteersandiego.org

In the event of a disaster, the Volunteer Center could link you to an Emergency Response Team to prepare and serve meals and to provide other services for the emergency response workers and victims at the site of an emergency.



FLU:Pandemic/Bird
Plan. Prepare. Protect.
County of San Diego

Resources for Emergency Information

OTHER RESOURCES (CONT.)

U.S. Department of Health and Human Services – www.pandemicflu.gov
One-stop access to U.S. Government avian (bird) and pandemic flu information.

California Department of Health Services Immunization Branch – www.dhs.ca.gov/dcdc/izgroup/pandemic.htm
Information about pandemic flu and immunization.

San Francisco Office of Emergency Services – www.72hours.org
Extremely user-friendly and comprehensive disaster preparedness site.

California Governor's Office of Emergency Services – (800) 550-5234
In English and Spanish.

Centers for Disease Control and Prevention – (800) CDC-INFO - (800) 232-4636
(888) 232-6348 TTY in English and Spanish

National Center for Post Traumatic Stress Disorder – (802) 296-6300
The National Center for Post Traumatic Stress Disorder is an education and research center. They have an information line that can provide you with a list of contact organizations, treatment referrals and information about assessment.

National Institute of Mental Health Information Center – (866) 615-6464
The National Institute of Mental Health Information Center can provide you with free publications and other educational material about various mental health issues including post-traumatic stress disorder.

